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Approved For Release 2001/08/30 : CIA-RDP61-00423A000100120042-2

att'd 1959/859-287

8 June '59

Chief, Technical Services Staff
THRU : Records Management Officer - DD/P
Chief, O&M Staff, DD/P Area

Intelligence Division/TSS - Vault Space

1. Prior to the departure of [REDACTED] he and a representative of RD reviewed a request for additional file equipment submitted by the Intelligence Division of TSS. The request was granted and did provide temporary relief, but [REDACTED] felt that better space utilization and more suitable storage equipment were in order. At his request, the Management Staff has reviewed the vaults detailed in the attachments and has recommended certain changes.

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The estimated file material now in these vaults, the amount of expansion space presently available and proposed are as follows:

<u>File Material</u>	<u>Present Capacity</u>	<u>Proposed Capacity</u>
1329.1 cu. ft.	1923.3 cu. ft.	2764.8 cu. ft.

2. In summary, adoption of these recommendations will increase the available storage space within the present vaults by approximately two and one-half times. In addition, the plan should provide a more orderly appearance in general and an improved seating arrangement for personnel working in the vaults.

3. We will be glad to assist you in procuring the equipment and planning the installation of any of the recommended changes you decide to adopt.



Attachments: (4)

25X1A9a

Distribution:

Orig - C/TSS
1 - RMO-DD/P
1 - O&M, DD/P

M/S [REDACTED] (8 June 1959)

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JOB NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 5
IN CLASS/ DECLASS/ CLASS CHANGED TO [REDACTED] RET. JUST. 22
NEXT REV DATE/0 REV DATE/1 [REDACTED] REVIEWED 256/4 TYPE DOC. 02
NO. PGS/3 CREATION DATE [REDACTED] ORG COMP 30 OPL 26 ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-3